

30 JUN 1964

RECIPIENT FOR: Deputy Director for Support

SUBJECT : Physical Fitness Program

1. Several meetings on the subject of the proposed Agency Physical Fitness Program have been held with representatives of the four Directorates, the Office of Personnel, and the General Counsel in attendance.

2. From these meetings evolved agreement on the following recommended actions:

a. DCI Policy Statement

In order to stimulate maximum interest in the program, it is recommended that a Memorandum for All Employees be issued by the Director. A proposed version of such a memorandum is attached for your approval and forwarding to the Office of the Director.

b. Educational Program

It is felt that an educational program covering the desirable pre-conditions for participation in a Physical Fitness Program is a basic requirement. It is therefore recommended that the Medical Staff develop such a program based upon advice and guidance issuing from the President's Council on Physical Fitness and from other appropriate medical authorities. This subject will be discussed further at an early meeting by the representatives mentioned in paragraph 1, at which time they will be briefed by authorities in this field from the President's Council. The Medical Staff's program in this area is now being developed.

c. Exercise Facility

It is the judgment of our group that the planned Exercise Facility in the Headquarters Building should be available to all male employees of the Agency. It is recognized, however, that access to the facility during certain times, at least, should be by scheduled appointment in recognition of certain categories of employees such as those referred by the Medical Staff for rehabilitation, and certain specialized personnel whose Agency employment demands a high degree of physical fitness.

JOHN R. THOMSEN, M.D.
Chief, Medical Staff

Attachment:

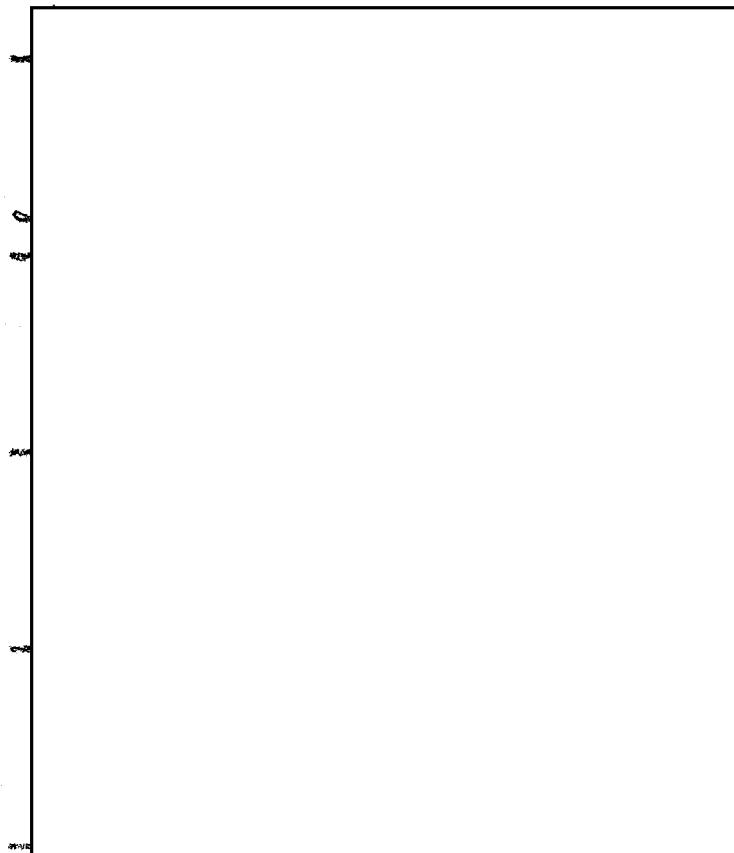
Proposed Memorandum to all employees

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Office of Research



WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

MEMORANDUM FOR ALL EMPLOYEES

1. It is essential in our Agency that our personnel maintain themselves in a high state of physical fitness in order to be properly responsive to our constantly changing requirements. It is also essential that we take those measures that are necessary to conserve our highly specialized manpower and disciplines. The President's Council on Physical Fitness reminds each of us of the obligations we have, on behalf of our Government and ourselves, to maintain our vitality and conserve our health. While the wisdom of such advice is generally acknowledged, specific action, particularly in the matter of physical fitness, is often deferred. Too often, other obligations seem more pressing, time appears to be too limited, loss in vitality is too readily ascribed to aging, and our priceless present good health is frequently taken for granted.

2. I should like to encourage each of you to participate in a personal program of physical fitness under the direction and guidance of your personal physician. To foster such interest, an Agency Physical Fitness Program is hereby established. This program will be under the direction of the Chief, Medical Staff and will make available to each of you the advice and guidance provided by the President's Council on Physical Fitness and by recognized medical authorities. As part of this program, individual cases requiring Agency attention for purposes of rehabilitation, physical conditioning, or maintenance of health will receive specialized attention. In establishing this program, it is my hope and belief that each of you will profit by your participation.

John A. McCone
Director